

Matthew Govig

Marketing Writer, Technical Writer, Copywriter, Copy Editor

35 McCoppin St., San Francisco, CA 94103

(415) 425-0185

—I AM

- A professional writer with a talent for simplifying the complex and confusing.
- A superb communicator, punctilious grammarian, and meticulous editor.
- A well-organized multi-tasker.
- A team player who works well independently and under deadlines.

—I'VE LEARNED

Microsoft Office Suite (Word, Excel, PowerPoint) – Highly proficient

Quark Xpress – Highly proficient

FileMaker Pro

Adobe CS (Photoshop, InDesign, Illustrator)

Dreamweaver

PageMaker

—I'VE WORKED

Cathay Pacific Airways (January 2005 - July 2005)

MARKETING WRITER

RESPONSIBILITIES: Developing online "Cathay Voice," readable online content and headlines that grab, sensible restructuring of FAQ, and brochures that stir travel cravings.

SKILLS: Meticulous grammar, reserved humor, humbly seductive marketing, direct communication, and honest professionalism.

Passion Press (April 2001 - May 2004)

MANAGING EDITOR

RESPONSIBILITIES: Editing of all publications with precision, selecting titillating literary content for publishing, managing existing inventory, skillful budgeting, conceiving realistic and innovative business plans.

SKILLS: Exquisite editing, complex multi-tasking, creative management, boldly seductive marketing, and remaining calm under pressure.

AUDIOBOOK PRODUCER

RESPONSIBILITIES: Scouting sensual voices, producing erotic audiobooks of literary merit, directing recording sessions, writing audiobook insert content, and ensuring tastefully torrid cover design.

Brintech, Inc. (June/July 1997)

FREELANCE COPYWRITER

RESPONSIBILITIES: Writing software user guide for banks to manage Y2K issues on a company-wide scale.

SKILLS: Making simple sense of the painfully dull and highly technical, achieving the impossible with a "can-do" attitude, and conceiving creative working solutions to difficult, unforeseen problems.

HealthCare Communications, Inc. (1991 – June 1997)

TECHNICAL WRITER (1993 – June 1997)

RESPONSIBILITIES: Developing corporate style guide, writing software user manuals for medical practice management, and documenting engineering technical notes.

SKILLS: Boiling down highly complex processes into simple, easy-to-follow guides, making dry material enjoyable to read, creating and maintaining a consistent voice, and working closely with engineers.

–I’VE MANAGED & SUPERVISED

Egreetings.com (April 1999 - October 2000)

PURCHASING MANAGER (April 2000 - November 2000)

RESPONSIBILITIES: Controlling all aspects of inventory, requisition, purchasing, shipping, and receiving processes. Supervising facilities assistants.

SKILLS: Organization and delegation of duties.

FACILITIES SUPERVISOR (October 1999 - April 2000)

FACILITIES ASSISTANT (April 1999 - October 1999)

Open Enterprises, Inc. (Sept. 1997 - April 1999)

INVENTORY MANAGER (1998 – April 1999)

RESPONSIBILITIES: Managing all aspects of inventory for nationwide mail order distribution center. Supervising inventory assistant.

SKILLS: Organization of massive amounts of inventory.

–I’VE STUDIED

University of Nebraska, Lincoln

Advertising Major and English Major – Bachelor, College of Journalism, 1991

–I’VE WRITTEN & BLOGGED

Technical Writing – HealthCare Communications, Inc.

<http://mgovigwriting.blogspot.com/2005/11/medical-practice-management.html>

Marketing Copy – Cathay Pacific Airways U.S. Online Help Center:

<http://www.cathay-usa.com> (click "FAQ" in the left-hand sidebar)

Customer Service Copy – Xoom.com Email response:

<http://mgovigwriting.blogspot.com/2005/11/customer-svc-email-2.html>

Editorial Copy – “Monsters In The Weather,” Grand Island (Nebraska) Daily *Independent*

<http://mgovigwriting.blogspot.com/2005/11/editorial-monsters-in-weather.html>

Film Review – *The Ice Harvest* (2005)

<http://mgovigwriting.blogspot.com/2005/12/film-review-ice-harvest-2005.html>

Journalism/Entertainment/Weblog - www.getindyknow.com - The *Independent’s* entertainment web site

View my IndyKnow blog: <http://intotheperallax.blogspot.com>